



DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Ft. Sam Houston, TX 78234-5056

AFOD-B

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 79th Ordnance Battalion (EOD) Budget Policy

1. 79th Ordnance Battalion Companies have soldiers of different ranks and areas from S1 to S4 reconciling and completing the Budget Report for Battalion. This memorandum will detail the new policy, and is effective immediately.
2. As of this date all 79th Ordnance Battalion Company commanders will perform the duties and responsibilities of completing their Budget Report to Battalion. This will include the reconciliation of SSA, IMPAC, and all MIPRS.
3. Reports will be done in a timely manner using the correct format (Supplement to OI 37-3) and sent via email. If email is down a copy will be faxed to Battalion Budget (DSN 421-9035).
4. Address questions about this policy to Carlos Sisk via email or call DSN 421-0268
5. Efficient and Effective!

PATRICK J. KELLY
LTC, OD
Commanding

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